

Classification and Compensation Process

Job Analysis

The first step when working on a classification and compensation system is to conduct job analyses for all positions currently in the system. Our experts will work with your organization to determine the best job analysis methodology to implement for your needs. More often than not, we discover additional needs that may be met concurrently with our Comprehensive Job Analysis methodology.

This approach has been designed and used by Auburn Montgomery Outreach to conform to both legal and professional standards in describing the work performed by incumbents and in demonstrating the validity of various personnel procedures (e.g., selection tests, performance appraisal systems, and compensation and classification studies).

Collection of Background Information

This involves activities associated with the collection and review of information about the job classifications under study as well as the current classification system as a whole. The purpose of this step is to familiarize the consultant with the jobs under review. We review current job descriptions and all relevant information regarding the organization's current classification system (e.g., current pay ranges, organizational charts, relevant policies and procedure manuals).

Job Interviews

Following the background information review, job interviews are conducted with incumbents from every job classification currently in use in order to collect detailed information about 1.) work behaviors and tasks, 2.) knowledge, skills, and abilities (KSAs), 3.) distinguishing characteristics of the job, 4.) supervision received and exercised, 5.) essential and marginal functions (including physical demands) in keeping with ADA, 6.) minimum experience and education requirements, and 7.) any special requirements such as certification or licensing.

During the interviews, the job content domains are developed and defined by job incumbents. At the conclusion of the job interviews, the representation of the job content domain is refined as needed to clarify the job analysis interview output. Depending on the outcome of the interviews, questionnaires may be administered to incumbents in order to gain more specific information on job tasks and responsibilities as well as obtain ratings on job responsibilities including the importance and frequency.

Evaluation Plan

Position Description - Using the job content domain identified through the job analyses as well as the results from the review of current job descriptions, we will update job descriptions for the existing positions within the organization. We also make

recommendations for additions and/or deletions to the current classification plan, as well as create any new position descriptions deemed necessary and appropriate. Our staff will work closely with your organization's Human Resources personnel and supervisors to document discrepancies and/or concerns with the existing job descriptions. Comparisons are made, changes implemented, and descriptions updated.

Position Evaluation - Duties and responsibilities are measured for each position. This step ensures that the range of responsibilities for each position is clearly defined. Positions of similar responsibility are then grouped into pay grades. Next, through the use of salary surveys and appropriate software, salary ranges for each pay grade are developed. Every attempt is made to obtain current salary information for each job within a pay grade. When it is not feasible to obtain salary data for each job due to idiosyncrasies or the number of jobs, then appropriate benchmark jobs will be utilized (i.e., those that contain the full range of duties/responsibilities, skill, and effort levels which are representative of all jobs within a particular pay grade).

Implementation

Our staff will meet with designated management from the organization to compare the existing grades and make recommendations based on the evaluation. We work closely with the organization to ensure employees are aware of the process and understand the outcomes

To learn more about Auburn Montgomery Outreach's Classification and Compensation process, contact us at 334-244-3040 or info@outreach.aum.edu.